

Questions Worth Asking . . .

Ask the Human Resources or Personnel Director

- ❖ In what ways are employees encouraged to express their ideas and concerns?
- ❖ If I surveyed the people who work here, what would they say they like best about the company and what most frustrates them here?
- ❖ What is the rate of employee turnover?
- ❖ How large is the department where the opening exists?
- ❖ Why is the position open?
- ❖ How much travel does the job require?
- ❖ What are the chances of being relocated after starting the job?
- ❖ What type of orientation or training do new employees receive?
- ❖ Who determines raises and promotions, and how?
- ❖ What are the long-range career possibilities for employees in this type of position who consistently perform above expectations?
- ❖ What employee benefits does the company offer?
- ❖ What are you looking for in the ideal candidate?
- ❖ What are some of the objectives that you would like completed?
- ❖ What are some of the more difficult problems that one would have to face in this position?
- ❖ How do you think these could best be handled?
- ❖ What type of advancement is possible for someone who is successful in this position? Within what time frame?
- ❖ What significant changes in your organization do you foresee in the near future?
- ❖ What does “above average” to “excellent” job performance mean to you?
- ❖ Would you tell me about the hiring process (how many interviews, background checks, drug testing)?
- ❖ May I have a tour of my potential work area and visit the people with whom I would be working?
- ❖ How would my performance be evaluated?
- ❖ What kind of training is provided for new employees?

Questions Worth Asking . . .

Ask a Prospective Supervisor

- ❖ What would be my primary responsibilities and day-to-day activities?
- ❖ What would I be expected to accomplish in the first six months on the job?
- ❖ What are some of the department's ongoing and anticipated special projects?
- ❖ How much contact do the department and staff have with management?
- ❖ What are some of the objectives that you would like accomplished in this job?
- ❖ When you think about people who have been successful here, what tended to be their strengths? And for those who are not successful, did you observe any common characteristics?
- ❖ What freedom would I have in determining my work objectives, deadlines, and methods of measurement?
- ❖ What kind of support does this position receive in terms of people, finance, etc.?
- ❖ How would you describe your management style?
- ❖ In what ways has this organization been most successful in terms of products and services recently and through the years?
- ❖ What is the next step in the hiring process?
- ❖ May I have your business card?
- ❖ How will I know if my performance is average or good or excellent?
- ❖ How would I be supervised?

Ask a Prospective Co-Worker

- ❖ What do you like best/least about working for this department/company?
- ❖ Can you describe a typical workday in the department?
- ❖ How free are you to express your ideas and concerns? How well received are your ideas concerns?
- ❖ What are the possibilities for professional growth and promotion?
- ❖ How much interaction do you have with superiors, colleagues, and customers?
- ❖ Do you have the opportunity to work independently?
- ❖ How long have you been with the company? Does your future here seem secure?